
BUDGET COMMITTEE MINUTES
JANUARY 9, 2025

Members Present:

Shain Vowell, Commissioner-Chairman
Denise Palmer, Commissioner-Vice-Chair
Anthony Allen, Commissioner
Bob Smallridge, Commissioner
Shelly Vandagriff, Commissioner
Tyler Mayes, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

Members Absent:

Jerry White, Commissioner
Sabra Beauchamp, Commissioner

Committee Chair Shain Vowell called the meeting to order.

1. Appearance of Citizens

No citizens appeared.

2. Approval of Agenda

Motion by Commissioner Denise Palmer, second by Commissioner Bob Smallridge, to approve the agenda as presented. Motion passed.

3. Purchasing Contracts with Legal Review

A. State of Tennessee, Department of Disability and Aging, Office of Aging, Contract #25-0070 A1 – Amends Grant to purchase Minivan for the Senior Center. Amendment changes the amount from being awarded in two separate fiscal years to one fiscal year.

Motion by Commissioner Bob Smallridge, second by Commissioner Anthony Allen, to approve the contract. Commissioner Shelly Vandagriff not present for vote. Motion passed.

B. Canon, EMA, Contract #25-0091 – Master Service Agreement to coincide with the thirty-six-month internet contract for County buildings.

Motion by Commissioner Bob Smallridge, second by Commissioner Anthony Allen, to approve the contract. Commissioner Shelly Vandagriff not present for vote. Motion passed.

- C. **RaeLee Belle Inc, DBA Dominos, School Nutrition, Contract #25-0093** – Three-year contract for pizza. Pricing based off a competitive bid.

Motion by Commissioner Bob Smallridge, second by Commissioner Anthony Allen, to approve the contract. Commissioner Shelly Vandagriff not present for vote. Motion passed.

4. Purchasing Contracts Pending Legal Review

- D. **State of Tennessee, Department of Health, Health Department, Contract #23-0088 A1** – Amends the Health Department Capital Investment Grant. Amendment updates amount, attachments and period of performance.

Motion by Commissioner Bob Smallridge, second by Commissioner Anthony Allen, to approve the contract. Commissioner Shelly Vandagriff not present for vote. Motion passed.

- E. **HIS Security, Office of Aging, Contract #25-0094** – One-year contract for Senior Center Alarm Monitoring. The cost is \$55 per month.

Motion by Commissioner Bob Smallridge, second by Commissioner Anthony Allen, to approve the contract. Commissioner Shelly Vandagriff not present for vote. Motion passed.

5. Surplus Vehicles

DESCRIPTION	DEPARTMENT	Condition	Starting Bid
2007 Ford E150	Fleet Services	Running, some body damage	\$500
1998 Mazda B2500 Truck	Fleet Services	Running, repairs needed	\$500
2004 Ford Expedition	Fleet Services	Running	\$500
2003 Chevrolet Silverado	Fleet Services	Running, has oil leak	\$500
2014 Chevy Tahoe	Sheriff	Running, repairs needed	\$500

Motion by Commissioner Tyler Mayes, second by Commissioner Anthony Allen, to approve the sale of all Surplus Vehicles as presented. Commissioner Shelly Vandagriff not present for vote. Motion passed.

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Tim Shelton, Register of Deeds, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-51600-337	Maintenance & Repairs	\$2,200.00
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Increase Expenditure Code:

101-51600-709	Data Processing Equipment	\$2,200.00
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Justification: Label printer for recording.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-52100-471	Finance-Software	\$6,500.00
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Decrease Expenditure Codes:

101-52100-201	Finance-Social Security	\$1,500.00
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101-52100-708	Finance-Communication Equipment	2,930.00
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101-52100-709	Finance-Data Processing Equipment	<u>2,070.00</u>
		\$6,500.00

Justification: To purchase time and attendance software that is compatible with our payroll software and HR software from MyBenefits.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Alley, Property Assessor, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

101-52300-207	Property Assessor-Health Insurance	\$10,116.00
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101-52300-208	Property Assessor-Dental Insurance	55.00
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101-52300-299	Property Assessor-Other Fringe Benefits	<u>50.00</u>
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		\$10,221.00
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Decrease Expenditure Codes:

101-52300-201	Property Assessor-Social Security	\$8,500.00
101-52300-204	Property Assessor-Retirement	<u>1,721.00</u>
		\$10,221.00

Justification: Increase in benefits due to employee turnover and new employee choosing different insurance plans.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-55130-309-KICK	Contracts with Governmental Agencies Kicker	\$15,500.00
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Increase Expenditure Codes:

101-55130-524	Staff Development	\$7,500.00
101-55130-335	Building Maintenance	5,000.00
101-55130-499	Other Supplies & Materials	2,500.00
101-55130-349	Printing Stationery and Forms	<u>500.00</u>
		\$15,500.00

Justification: Materials needed for continued training classes of EMT and AEMT, which is helping with staffing for ACEMS. Building maintenance costs are rising due to issues needing to be fixed, had some carry over projects from FYE 24 that was not anticipated during the budget process. Expected costs associated with ACEMS events in CY 25.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55130-399	Other Contracted Services	\$6,887.00
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Decrease Expenditure Code:

101-55130-425	Gasoline	\$6,887.00
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Justification: Transfer funds to pay for one more year of Dave Ramsey’s SmartDollar for all EMS staff. Feedback from those using it has been positive. There are 25 EMS staff signed up for the program, expect to have more sign up in the next year.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, General Sessions Judges, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-53310-320	Dues & Memberships	\$750.00
101-53310-399-CLLN	Other Contracted Services	<u>750.00</u>
		\$1,500.00

Increase Expenditure Code:

101-53310-355	Travel	\$1,500.00
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Justification: Transfer to pay for General Sessions Judges conference.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 7th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Randy Walters, Finance, that the following **TRANSFER** in Fund 263 be approved.

Increase Expenditure Codes:

263-51900-399-BCBS	Other G & A-Other Contracted Services-BCBS Admin	\$240,000.00
263-51900-399-PRES	Other G & A-Other Contracted Services-RX Admin	<u>75,000.00</u> \$315,000.00

Decrease Expenditure Code:

263-51900-340-BCBS	Other General Administration-Medical & Dental Services-Blue Cross/Blue Shield	\$315,000.00
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Justification: To ensure sufficient funding for the payment of higher than projected Medical and RX admin costs.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Zach Allen/Sheriff Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-54210-421	Food prep supplies	\$6,500.00
101-54210-309	Contracts with government agencies	<u>1,805.00</u>

		\$8,305.00
<u>Increase Expenditure Code:</u>		
101-54210-359	Disposal Fees	\$8,305.00

Justification: Needed to cover disposal fees at ACDF.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Bobby Crawford, School Maintenance, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

<u>Decrease Expenditure Code:</u>		
141-72620-336	Equipment Repairs	\$40,000.00

<u>Increase Expenditure Code:</u>		
141-72620-499	Other Supplies	\$40,000.00

Justification: To cover costs of materials and supplies needed for the maintenance department.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

THE 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Bobby Crawford, School Maintenance, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

<u>Decrease Expenditure Code:</u>		
141-72610-351	Rentals	\$10,000.00

<u>Increase Expenditure Code:</u>		
141-72610-338	Vehicle Repair	\$10,000.00

Justification: To cover costs of vehicle repair services.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, and passed to approve the transfer request.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:
 141-39000 Unassigned Fund Balance \$100,000.00

(Amendment will be from 141-34615 Committed for Finance and a JE will replenish the reserve for 39000)

Increase Expenditure Code:
 141-99100-590 Operating Transfers-Transfer to Other Funds \$100,000.00

Justification: To appropriate funds to provide system support to the Employee Child Care Fund for operating costs.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 12th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:
 141-46510 TISA Revenue \$462,705.00

Increase Expenditure Code:
 141-82230-620 Debt Services Contribution \$462,705.00

Justification: To appropriate FY25 Tennessee Investment in Student Achievement (TISA) Outcomes revenue into debt service contribution.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **TRANSFER (Major Line Item)** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:
 141-76100-706 Regular Capital Outlay-Building Construction \$428,130.00

Decrease Expenditure Codes:
 141-71100-722 Regular Instruction-Equipment \$250,000.00
 141-76100-715 Regular Capital Outlay-Land 178,130.00
 \$428,130.00

Justification: To reallocate funds for district construction projects.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 14th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **TRANSFER (Payroll, Major Line Item)** in General Purpose School Fund 141 be approved.

Increase Expenditure Codes:

141-72610-166	Operation of Plant-Custodial Personnel	\$50,000.30
141-72610-499	Operation of Plant-Other Supplies & Materials	12,950.00
141-72620-105	Maintenance of Plant-Supervisor	1,650.00
141-72620-161	Maintenance of Plant-Secretary	1,000.00
141-82230-620	Debt Service Contribution	<u>37,295.00</u>
		\$102,895.30

Decrease Expenditure Code:

141-72610-105	Operation of Plant-Supervisor	\$102,895.30
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Justification: To transfer funds from vacant supervisor position to other district needs.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 15th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Code:

131-62000-402	Asphalt	\$300,000.00
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Decrease Reserve Code:

131-34550	Restricted for Hwy	\$300,000.00
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Justification: Asphalt AC roads.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 16th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Animal Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-507	Animal Control-Medical Claims	\$10,000.00
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Decrease Expenditure Code:

101-55120-399-ANML	Animal Control-Other Contracted Services- Animal Holding	2,500.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	7,500.00
		\$10,000.00

(Amendment will be from 101-34530-ANML Restricted for Public Health & Welfare-Animal Holding and a JE will replenish the reserve for 39000)

Justification: Shelter has experienced increasing number of medical claims, along with increasing Market costs on medical supplies, treatment and services, including increase in spay/neuters.

Motion by Commissioner Anthony Allen, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 17th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46980-TRMT1	Other State Grants-TNRMT Grant	\$6,077.00
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Increase Expenditure Code:

101-55130-524-TRMT1	Staff Development TRMT	\$6,077.00
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Justification: Awarded grant from the TN Risk Management Trust for a train-the-trainer Injury Prevention System course.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Denise Palmer, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 18th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-49700	Insurance Recovery	\$3,447.62
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Increase Expenditure Code:

101-55130-338 Vehicle Maintenance \$3,447.62

Justification: Transfer funds from insurance recovery to pay for repairs to ambulance that collided with a deer.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Denise Palmer, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 19th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Code:

101-55130-309-KICK Contracts with Governmental Agencies Kicker \$50,000.00

Increase Expenditure Code:

101-55310-169 Part-Time \$50,000.00

Justification: Rise in use of part-time staffing due to vacancies. The kicker payment has been lower than expected due to issues between ACEMS reporting system and the TN State system. Issue is being resolved. Expected lower kicker payments due to drop in TennCare patient transports. Probable we will have to transfer more into part-time.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Denise Palmer, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 20th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nichole Brooks, Law Director’s Office, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Code:

101-51400-103 Assistant Attorney \$5,646.00

Increase Expenditure Codes:

101-51400-133 Paraprofessional \$2,340.00

101-51400-161 Chief Deputy Admin 3,306.00

\$5,646.00

Justification: Increase for additional duties assigned.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Bob Smallridge.

Voting Yes:

Commissioner Shain Vowell, Commissioner Shelly Vandagriff and Commissioner Bob Smallridge

Voting No:

Commissioner Denise Palmer, Commissioner Tyler Mayes and Commissioner Anthony Allen

Motion Failed.

SECTION A, Veteran’s Officer/Commission Meeting Referral

Finance Director Robby Holbrook presented the topic of a 20%, \$10,400 pay increase for the Veterans Service Officer, as referred to the Budget Committee by County Commission.

Motion by Commissioner Tyler Mayes, to refer to the Anderson County Board of Commissioners with a recommendation for approval. Motion failed for lack of a second.

Motion by Commissioner Denise Palmer, second by Commissioner Anthony Allen, to recommend to County Commission that they rescind the previous approval of the increase on the December 16, 2024 consent agenda.

Motion passed. Voting No: Commissioner Tyler Mayes.

Commissioner Smallridge requested a VSO salary comparison with other Counties.

SECTION B, Election Administrator/Mark Stephens

Motion by Commissioner Tyler Mayes, second by Commissioner Shelly Vandagriff, to approve a “Vote of No Confidence” concerning the Election Administrator’s compliance with Budget Committee requirements, and forward to the Anderson Board of Commission with a recommendation for approval. Motion passed.

SECTION C, FY 25.26 Budget Calendar and Guidelines/Robby Holbrook

Finance Director Robby Holbrook presented information to initiate the FY25-26 Budget process. No action taken.

SECTION D, New Business

None.

SECTION E, Unfinished Business

None.

Meeting Adjourned.

Robby Holbrook, Finance Director